

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
January 19, 2021

Teleconference
1144 Texas Avenue

Board Members Present Via Teleconference: Fred McClanahan, Mike Irvin, Reverend Roy Thomas, Jackie Lewis, Van Anderson, John Robinson, and Clarence Babineaux

Board Members Absent: None

Others Present Via Teleconference: Martha Carter, Tommy Mazzone, Judy Rachal, (9-1-1 Staff); Charles Grubb (Legal Counsel)

Mr. McClanahan called the meeting to order via Teleconference and asked Ms. Rachal to take roll call verbally of each board member and asked each board member reply verbally. Ms. Rachal began the official roll call with Mr. Fred McClanahan – replied present; Mr. Mike Irvin – replied present; Mr. Clarence Babineaux – replied present; Mr. Van Anderson – replied present; Reverend Roy Thomas – replied present; Mr. John Robinson – replied present; Mr. Jackie Lewis – replied present.

Mr. McClanahan asked if there were any staff members present. Ms. Martha Carter – replied present, Mr. Tommy Mazzone – replied present; Ms. Judy Rachal – replied present; Mr. McClanahan asked if there were any guests in attendance. Mr. Charles Grubb – replied present.

Mr. McClanahan opened the meeting for any comments from the public, who may have chosen to join the meeting via teleconference. There being none, Mr. McClanahan closed the public comment portion of the meeting.

Mr. McClanahan then asked for a motion to approve the Tuesday, December 8, 2020 meeting minutes. Mr. Babineaux moved to approve the minutes as submitted, and Reverend Thomas seconded the motion. A verbal roll vote was taken to approve the minutes. All Board members voted by voice roll call to approve the motion.

Mr. McClanahan asked for a report on the 2020 annual call volume statistics. Ms. Carter stated that each year call statistics were provided for a year-end review. She stated that the Caddo Parish 9-1-1 system was designed with a forced call answer feature, which meant that the 9-1-1 call was automatically presented to the call taker workstation that had been idle for the longest period of time, allowing for 97% of all 9-1-1 calls received to be answered immediately or less than 1 second. She reported that 99.89% of the calls were answered within 1-15 seconds. She explained that abandoned calls were 9-1-1 calls that were registered by the system; however, the caller disconnected prior to the communications officers' ability to answer. She stated that abandoned calls comprised 2.4% of the total number of 9-1-1 calls.

Ms. Carter further stated that of the 319,999 calls that were registered by the system, only 1.8% of the calls were over-flow calls, or calls that were automatically routed to the Shreveport Police Communications Division for processing due to a busy condition within the Shreveport Fire Communications Division. From 2019 to 2020, the 9-1-1 system experienced an increase in call volume by 6,467. She reported that 84% of 9-1-1 calls were generated from wireless phones; 6.7% from wireline phones, and 3.2% from VoIP – Voice over Internet Protocol, which was slightly down from last year. Ms. Carter reported that the busiest hour of the day was 6:00 p.m., the slowest hour of the day was 6:00 a.m., the busiest day of the week was Saturday, and the slowest day of the week was Tuesday. The busiest month was August and the slowest month was February, which was typical since February had the fewest days in the month. She stated that in April, the system experienced a 2,000 call volume decrease, which she felt tracked the COVID-19 pandemic and the stay-at-home order,

issued by the Governor. She explained in addition to call volume information within the agenda package, there was CAD dispatch information, which included all activity, such as field-generated events, events from the agencies' seven-digit telephone numbers and 9-1-1 calls. The total number of CAD dispatches/events registered for all agencies in the parish was 292,220. The total number of CAD events decreased by less than 4.9% from the 2019 CAD events, which totaled 307,350. Of the 292,220 events created, 66% of the incidents were Shreveport Police; 17% were Shreveport Fire, 11% were Caddo Parish Sheriff, 5% were all Caddo Parish Fire Districts/North Caddo Ambulance; 1% - small municipal police departments. Ms. Carter asked if the Board had any questions regarding the annual statistics.

Mr. McClanahan asked for a report of the November 30, 2020, monthly financial statement. Ms. Carter explained that November and May were always the months that expenditures exceeded income as the District prepared for debt service payments, which were due on June 1st and December 1st of each year. Ms. Carter stated for the month of November, the District had monthly revenues of \$396,625.59. Monthly expenditures totaled \$1,150,524.00. She stated that this included debt service payments for the 2011 Series Certificates of Indebtedness associated with the facility expansion project totaling \$235,593.00 and the 2017 Series Certificates of Indebtedness associated with the new parish-wide P25 radio system in the amount of \$717,070.00. She reported that expenditures exceeded revenues by \$753,898.41. As of November 30, 2020, the District had \$8,337,818.41 in cash-in-bank, and Fixed Assets totaled \$39,942,598.11.

Ms. Carter reminded the Board that each year at this time Cook and Morehart presented the monthly financial records on a cash basis until the end of the year financials had been received and audited. She stated that the financials would continue to be reported this way until all account receivables and payables for 2020 had been received and posted. She reminded the Board that service providers could remit revenue payments to the District on a quarterly basis and were required to submit the revenues within 60 days of the close of the quarter. As a result, the end of the year financials would not be completed until March 2021.

Mr. McClanahan asked for a status update on the P25 Radio System Project. Ms. Carter stated that although the new P25 Phase 2 digital radio system has been implemented, there were several outstanding tasks that had to be completed prior to the project being officially closed out. Motorola's tentative date for completion or close out of the project was March 31, 2021, but she stated that she felt that it was a very ambitious schedule. She stated that there were several tasks remaining: the dismantling of the old microwave system. She explained that currently, the District was running two different microwave systems. She stated that the new radio system was operating on the new microwave system. Prior to decommissioning the old microwave system, the existing RF mobile data system must be migrated from the old microwave system to the new microwave system. Ms. Carter reported that Motorola and Aviat had attempted to migrate the system on December 17, 2020, but were not successful. Some users on the mobile data system experienced an interruption in service for approximately 30 minutes, but the voice radio system was fully operational. The mobile data system was converted back to the old microwave system. The problem has been identified where the router had not been configured correctly to emulate the functions and capabilities of the old Cisco router. She stated that a new router for the microwave system had been ordered. Second Task was the decommissioning of the old 800 MHz trunked analog Smartnet radio system. Prior to the decommissioning, the District's parishwide paging had to be migrated out of the old SmartNet's TRAC GPS system at each site. She explained that the VHF paging transmitter at each RF site received a timing input from the SmartNet system at each site and that timing source had to be installed for the paging transmitters prior to decommissioning the SmartNet system.

Ms. Carter stated an R56 audit had to be performed. She stated that R56 was a widely accepted industry standard, which detailed the requirements and guidelines for the installation of communications infrastructure and facilities.

Ms. Carter stated that a true up of the equipment that had been installed or distributed to agencies needed to occur and compared against the contracted amount of equipment or any change orders that had been issued. She stated that there had to be a transition from implementation to a warranty period. Ms. Carter explained that a meeting with the Motorola System Maintenance group had to occur to discuss trouble reporting procedures.

The District needs to verify receipt of radio inventory from Shreveport Communications on all radios on the system so that the District can develop a master database for the District's internal use for radio tracking and radio billing. She stated that a punch list of outstanding tasks would be provided by Motorola to ensure that it included all outstanding items, which must be completed prior to system final acceptance. A walk through/site visit by Omnicom Consulting Group, would occur with the Motorola team and District staff to verify that outstanding punch list items had been corrected and/or completed. After the punch list had been verified and all outstanding items had been resolved or completed, the District would then sign a Final System Acceptance Certificate, and a final payment would be issued pursuant to contract terms.

Mr. McClanahan asked for a report on consideration of a resolution approving amendments to the 2021 Operating and Capital Outlay Budget for the District. Ms. Carter explained that when the budget was originally adopted by the Board on December 8, 2020, it was anticipated that the new P25 Phase 2 radio project would be completed, and final payments would be issued prior to December 31, 2020. Because of the delay in this project completion, these monies (\$1,900,000) would need to be carried forward into the 2021 budget. Additionally, \$125,000 was budgeted for purchase of the City-owned property at 2890 Southland Park Drive. Due to timing issues, the purchase of the property was not placed on the City Council's agenda prior to the end of 2020. She stated that these monies would also need to be carried forward into the 2021 budget. Ms. Carter said in summation, these amendments would increase the beginning fund balance in the 2021 budget from \$6,977,006 to \$9,002,006. With the increase in the Beginning Fund Balance, the amendments would also increase the overall anticipated revenue, which would increase from \$11,517,666 to \$13,542,666. She stated that two expenditure line items had been added under the Capital Outlay Category: P25 Compliant Phase 2 Radio System \$1,900,000 and Property Acquisition - \$125,000, totaling \$2,025,000 in expenditures. The anticipated Ending Fund Balance for 2021 would remain unchanged. Ms. Carter respectfully requested a favorable consideration with the adoption of Resolution No. 1 of 2021. Mr. McClanahan asked for a motion for approval of the resolution approving Amendments to the 2021 Operating and Capital Outlay Budget for 2021. Mr. John Robinson moved to adopt Resolution No. 1 of 2021, and Mr. Jackie Lewis seconded the motion. A verbal roll vote was taken to approve Resolution No. 1 of 2021. All board members voted by voice in favor of the adoption of the resolution.

Mr. McClanahan asked Ms. Carter for a report on the resolution to approve the Louisiana Systems Survey and Compliance Questionnaire as required by the State of Louisiana Legislative Auditor. Ms. Carter explained in preparation of the District's annual 2020 external financial audit, the State of Louisiana Legislative Auditor required that the questionnaire be completed, presented, and adopted by the Board of Commissioners, by formal resolution, during an open meeting. Upon approval, the completed questionnaire and signed resolution would be submitted to Heard, McElroy & Vestal, who would then test the accuracy of the answers on the questionnaire for compliance during the course of the financial audit of the District.

Mr. McClanahan asked for a motion to approve the Louisiana Systems and Compliance Questionnaire. Mr. Babineaux moved to adopt Resolution No. 2 of 2021 and Reverend Thomas seconded the motion. A verbal roll vote was taken to approve Resolution 2 of 2021. All board members voted by voice in favor of the adoption of the resolution.

Mr. McClanahan asked Ms. Carter for the details concerning the resolution authorizing the Executive Director to execute an amendment to an existing tower lease between the District and Pinnacle Towers. Ms. Carter explained that during the March 20, 2000 Board of Commissioners meeting, the Board authorized Ms. Carter to pursue negotiations and execute an agreement on behalf of the District with Pinnacle Towers for the use of Pinnacle's communications tower site, that the District referred to as KMSS. She stated that at that in 2000 this was the only tower available that met the requirements for the tower design or location for the radio system. She stated that the District had been paying a 5% annual escalation fee, and the agreement's renewal term was based upon every five years. Over a period of the past five months, the District was able to renegotiate terms of the agreement to reduce the monthly rental fee payment from \$12,146.65 to \$10,250 and the escalation period would be changed from annually to every five years at a rate of 13% as opposed to 5% compounded annually, which was a reduction of 2.5% annually. She stated that the only other change in the proposed lease agreement was a new requirement to increase the commercial general liability coverage

umbrella from \$1,000,000 to \$5,000,000. Ms. Carter reported that this was the first requested increase in 20 years.

Ms. Carter explained that the KMSS tower site was an integral part of the District's radio system's infrastructure, which supported all of the parish public safety agencies and local government users. Ms. Carter then asked the Board to adopt Resolution No. 3 of 2021.

Mr. McClanahan asked for a motion to authorize the Executive Director to execute an amendment to an existing tower lease agreement between the District and Pinnacle Towers, LLC. Mr. Babineaux made a motion to approve Resolution No. 3 of 2021. Mr. Robinson seconded the motion. A verbal roll vote was taken to approve Resolution 3 of 2021. All board members verbally voted to approve the adoption of the resolution.

Mr. Robinson asked a question under the Old Business portion of the Agenda relative to the purchase of the property known as the former Fire Station 17 property. Mr. Carter explained that Mr. Grubb and her had been in contact with City leadership, and sale of the property had been on the agenda for the January 12, 2021 City Council Meeting. She reported that the item had been pulled from the agenda at the last minute. According to City leadership, the Assistant City Attorney had some problems with wording with the ordinance, so they were going to recommit to it being postponed for two weeks. Ms. Carter stated that the District should know by Friday, January 22nd if the item was going to be on the City Council's agenda. Mr. Grubb stated that the ordinance would require two readings, which would put it up for final passage during the first meeting in February. Ms. Carter stated that she would keep the Board updated.

With no further business to be brought before the Board, Mr. McClanahan adjourned the meeting.